



Report Maker user manual

February 2012



1 What to expect from Report Maker

- Exporting and updating of graphs, tables and text from SimaPro to MS Word and MS Excel 2007 and up

Why use Report Maker?

- Updating draft reports
- Easily update reports after adapting a SimaPro model.
- Automatically update reports of recurring calculations (EPD calculations for example)

If you've ever made a report based upon a LCA study you know that one of the most time consuming things that can happen is finding an error in your model just before having to present your report. You have to rerun all the calculations and copy or export all graphs and tables again to Word and Excel and adjust the layout. Also if you present draft results in a draft report, you know you will have to do the work all over again.

Report Maker solves that: You create your report in MS Word or Excel, use all the powerful layout features MS Word and MS Excel provide, and paste your graphs and tables there. After you have made modifications to your models in SimaPro, you just press one button in your report and all graphs and tables are updated with the newest results. SimaPro automatically performs the calculations and Word and Excel import the graphs.

What does Report Maker do?

Report Maker allows you to create updatable graphs and tables in MS Word and Excel 2007 and up.

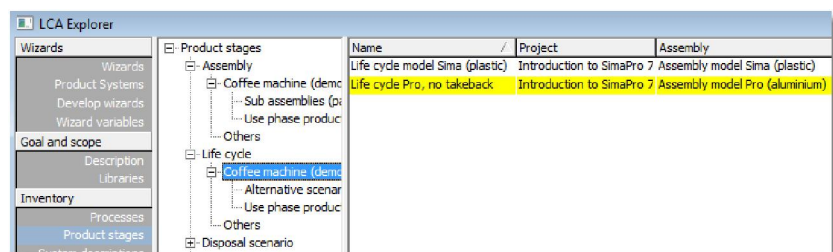
What does Report Maker not do?

It will not make your reports for you, you will still have to do that yourself.

First time users:

If you use SimaPro for the first time and don't have a project to work with yet: please use the project "Introduction to SimaPro 7" (File> open project) .

You can use the life cycle of the Coffee machine model for your calculations (see screenshot).



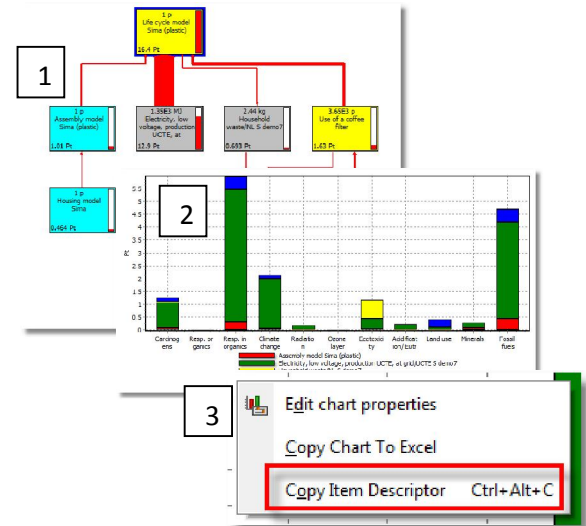
It is recommended to first learn how to make a model, calculate results and create and interpret graphs and tables in SimaPro with the manuals "Tutorial" and "Introduction to LCA" (accessible via Help> SimaPro Manuals>...).

2 How to Use Report Maker

Copy and paste the Item descriptor

You created your model in SimaPro (1), made a calculation and found a graph you would like to include in your report (2).

If you right click the graph (or table) you will see the option **"Copy Item Descriptor Ctrl+Alt+C"** (3) Click on the white space, not on the bars.



Create graphs and tables in your report

You now can paste (Ctrl + V or right click>paste) this item descriptor in your MS Word document or MS Excel worksheet. It contains the instructions for SimaPro to re-create this graph or table again.

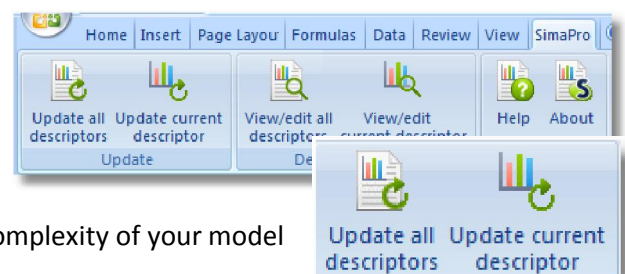
Example of an item descriptor in MS Word:

Analyzing 1 p 'Life cycle Pro, no takeback'; Method: Eco-indicator 99 (H) V2.08 / Europe EI 99 H/A / Weighting

Example of an item descriptor in MS Excel:

	D	E	F	G	H	I	J	K	L	M	N	O
	=ref SimaPro <?xml version="1.0" encoding="UTF-8"?><!--35DEC3E7-B29D-4EA4-9836-85F7C3BEBF0E--><Simapro majorVersion											

Now you can click the **"Update all descriptors"** button or the **"Update current descriptor"** button (your cursor needs to be in the item descriptor field) in the SimaPro Ribbon. SimaPro will start to calculate and after a few seconds up to a few minutes (depending on the size and complexity of your model in SimaPro) your graph or table will appear.



The table or graph always appears above the item descriptor in MS Word. The table with results from SimaPro will appear below the item descriptor in MS Excel, overwriting all data that was previously in those cells. SO leave enough space below an item descriptor, at least 12 rows more than the table size of the table itself.

In MS Excel , item descriptors will always create tables, allowing you to use MS Excel's formatting power to create the exact layout of the graph that you wish. There is a difference though between creating an item descriptor from a graph or a table in SimaPro. An item descriptor from a table will also include the totals per column, whereas the item descriptor from a graph will not include the totals.

Updating graphs and tables

You now created an item descriptor, you updated it and a graph or table appeared in your document. Now you can go back to SimaPro and make changes to your model. Once you have finished the changes you can go back to your documents and hit the **“Update all descriptors”** button or the **“Update current descriptor”** button again to get a new version of your graph or table which will include all the changes that you have made to your model in SimaPro.

Editing the graph layout in MS Word

Double click a graph in MS Word to change its layout and design. This will enable the “Excel modus” in MS Word (some buttons will now be disabled in the SimaPro Ribbon) and now you can start changing the layout of your graphs. Please check the layout of a graph after updating it, as the formatting/layout of a graph may be lost in some cases:

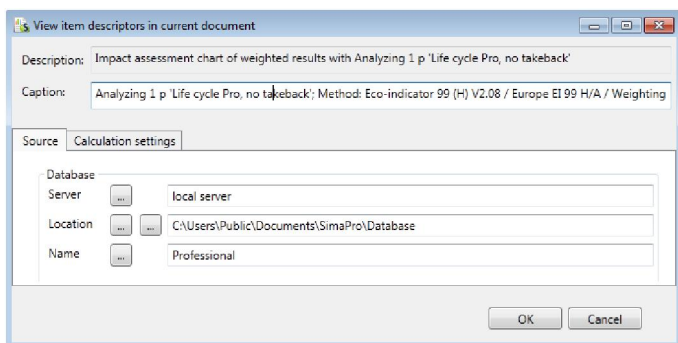
- If the number of columns or rows before and after update is different, the layout is lost.
- Text from SimaPro that was entered by Report Maker but changed by the user, will be lost after an update. (if wording in the legend is changes for example)

Moving a table in MS word

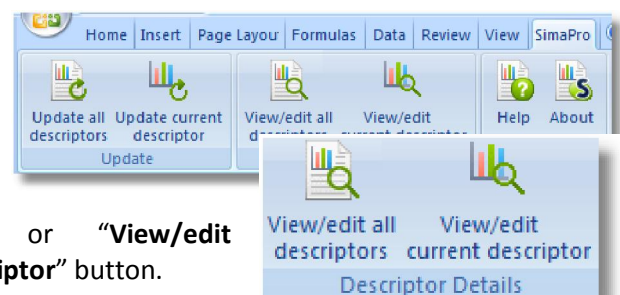
If you want to move a table in MS Word, then copy the item descriptor and paste it on the page where you want to have it. If you just move the table, the link to the item descriptor will be broken and the table will not be updated anymore.

View Item descriptor in MS Word and MS Excel

To see the exact settings that were used to create the graph or table in SimaPro, you can click the **“View/edit all**



descriptors” or **“View/edit current descriptor”** button.



Here (under the tab calculation settings) you can see for example what method was used or if the calculation includes long term emissions or infrastructure processes.

Edit Item descriptor in MS Word and MS Excel

In this screen also the database name, location and server can be changed. This allows you to store the database and accompanying MS Word and MS Excel reports in a different location (for example send it to a customer or manager) and still allow the reports to be updated. The name of the project cannot be changed. In MS Word also the caption of a graph or table can be edited.

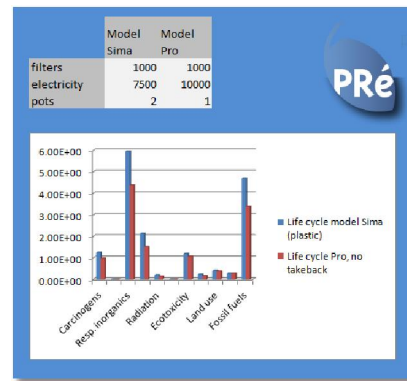
These are the only possible changes in this screen.

If you want to change what is calculated, you need to make a new calculation in SimaPro, create a new item descriptor and paste that in Word or Excel.

3 Advanced use

Calculating several versions of your model from within your report

In combination with SimaPro Developer, Report Maker provides you with a very powerful interactive reporting feature. It allows you to adapt and recalculate SimaPro models by changing values within your report in Word or Excel, using parameter sets. So in MS Excel you can choose an amount (or even material if you model smart) and update your graph to calculate the new environmental impact of the product you just adapted.



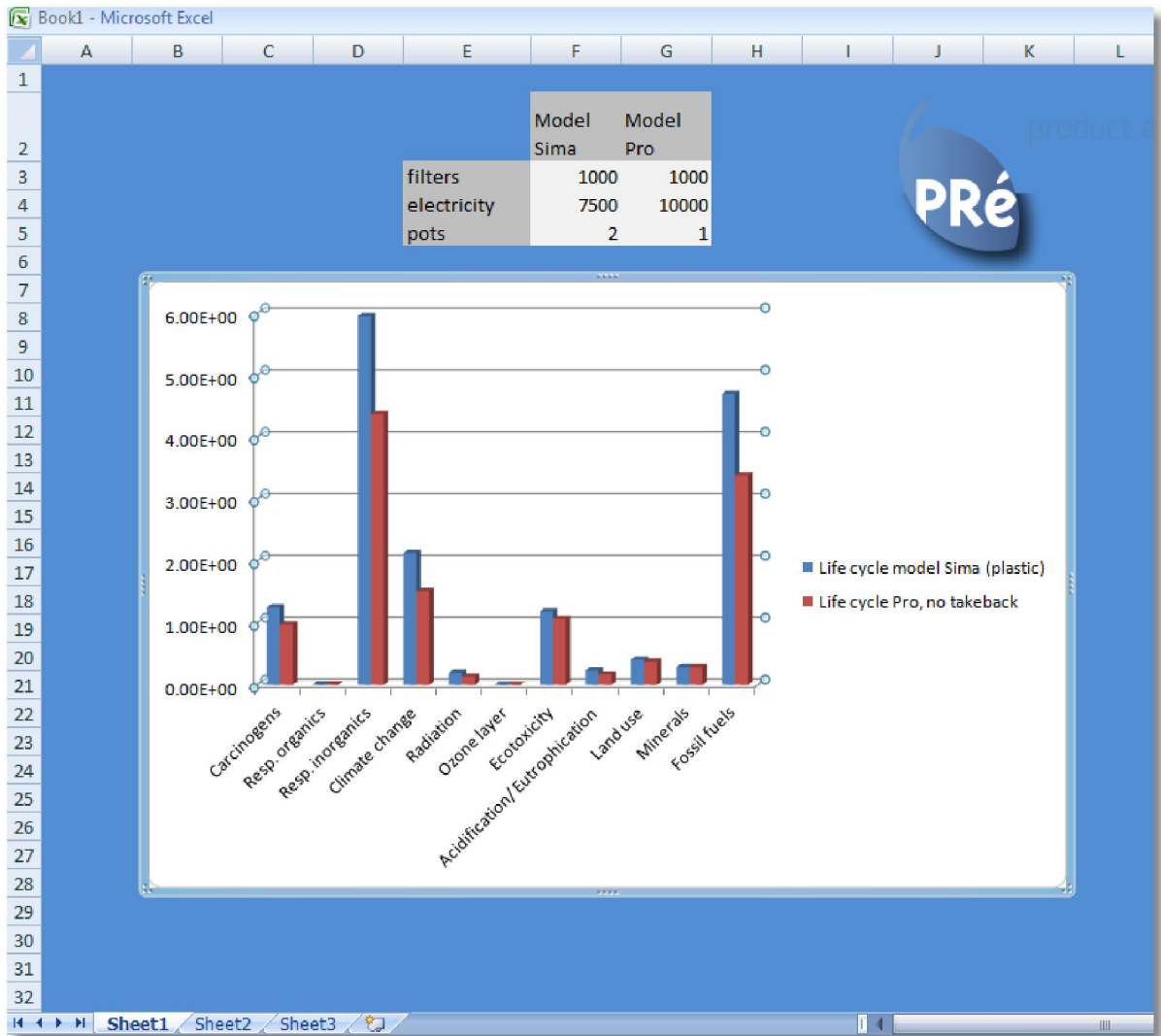
SimaPro Developer allows you to make models with links to your data in Excel documents:

- direct in the amount fields of process sheets or
- in the parameters section in the calculation setup (importing parameter sets from MS Excel in SimaPro)

If you link these fields in SimaPro to your MS Excel report or to an MS Excel document linked in your MS Word report, then you can change values within in your report and use Report Maker to show the results in graphs and tables right away.

The section below explains how to do this when using “imported parameter sets from MS Excel” in the calculation setup:

1. Create a parameterized model in SimaPro.
2. Create a MS Excel document with several sets of the parameters that you want to vary.
3. Create a calculation setup with an imported parameter set (for how to do this: see SimaPro help topic: “importing parameter sets (‘scenarios’) from MS Excel”).
4. Run the calculation setup.
5. Copy the item descriptors for the graphs (or tables) that you want to use in your report.
6. Paste the item descriptor in your MS Excel worksheet (either the same as where you defined your parameter values or another worksheet).
7. Now you can change the parameter values in your excel worksheet and press the “update current item descriptor “button”. Your graphs will represent the currently calculated version of your model!



4 Tips and Troubleshooting

Creating and updating text from SimaPro

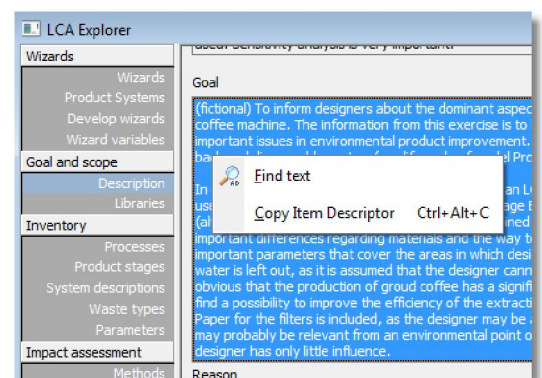
Apart from graphs and tables you can also export text from certain text fields in SimaPro. For example all text fields in the (Project) Description section of SimaPro can be incorporated in your reports.

Save changes in SimaPro

Make sure you save the changes you have made in SimaPro (by closing the process sheet you were working in) before hitting the **“Update all descriptors”** button or the **“Update current descriptor”** button in MS Word or MS Excel.

Using Report Maker and SimaPro simultaneously

Do not press **Copy item descriptor** while Report Maker is busy updating.



Copying individual results

Individual data, like an emission of CO₂ to air, can be used in Word by linking to the corresponding cell in Excel (Office functionality).

Network/Tree and Monte Carlo

Currently, Report Maker does not support the automatic update of Network/Tree views or Monte Carlo (uncertainty analysis) results.

The graph appears strange in MS Word

If a graph appears only partially or too large in MS Word (which happens very rarely), please double click the graph to get into the Excel modus of Word and then click somewhere else in the document again. If the graph then still doesn't show correctly, select and delete the graph, then select the item descriptor and press update current item descriptor to create the correct graph again.

MS Word or MS Excel crash during an update of the item descriptors

After you pressed the update buttons, please do not use Word and Excel until updating has finished.

Show Item descriptor code

Pressing Alt + F9 will show the item descriptor code, if you change this you might not be able to update the graphs and tables anymore or the setup might have changed, thus returning a graph you did not want to have.

Library switching function does not work

The library switch function which allows you to replace one library for another (e.g. ecoinvent System library for ecoinvent Unit library) in a calculation setup in SimaPro is not supported in Report Maker.

COM precautions with multiple SimaPro versions

Because a COM-interface can be registered only once on a computer, there might be a conflict between multiple suppliers of that COM-interface. In practice it means that the last SimaPro that is installed will replace the COM-registration. You can influence this in SimaPro by doing an explicit unregister + register action of the SimaPro version that you want to handle all COM-functionality.

Office 2007 Ribbon bar for other windows users

In Office 2007 the extra Report Maker Ribbon bar will only appear when you log in (in Windows) with the same user as the one that did the installation.

There are some workarounds for this problem:

- Run the Report Maker installer, and choose the repair action
- Double click the "Report Maker Excel 2007 Add-In.vsto" and "Report Maker Word 2007. Add-In.vsto" files in the "C:\Program Files\SimaPro Report Maker" directory when you are logged in as a different user
- Install hotfix package 976477 (can be obtained from Microsoft) (should be done before installing Report Maker)

Slow on computers with little memory

Please close all other applications (also SimaPro) when you update a MS Word or MS Excel document on slower computers.

5 Backups

Report Maker itself does not store any information. All information you enter is stored in SimaPro, and the MS Word and MS Excel documents which are updated. So please make regular backups of your SimaPro database and your documents.

6 Updates

PRé Consultants will regularly make SimaPro software and database updates available to users with a valid service contract. If you do not have a valid service contract please contact PRé Consultants or your local partner to renew your service contract.

Updates can be downloaded from <http://www.pre-sustainability.com/versioncheck/>

To inform you of the availability of new updates, it is important that we have your correct contact details, most importantly your e-mail address. Please notify us of any changes in your contact details, or if the main contact person for SimaPro changes.

7 Support

For technical support, please first check the support corner on our website to see if the answer you are looking for is already there: <http://www.pre-sustainability.com/landingpages/support-corner>.

If you live in a country where we have a partner, please contact that partner to receive support in your own language; <http://www.pre-sustainability.com/partners>.

To contact Pre directly, use the “Contact SimaPro helpdesk” feature under Help in the SimaPro menu. This will generate an email with technical information about your license, which helps the helpdesk to answer your question more quickly.

You can contact the SimaPro helpdesk via:

- In SimaPro: Help > Contact SimaPro helpdesk (**recommended**)
- Web site : <http://www.pre-sustainability.com/contact/support>
- Phone: +31 33 4504010
- E-mail: support@pre-sustainability.com

Colophon

Title :	Report Maker user manual
Report version:	1.0
Date:	February 2012
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